



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

06-01

DEPARTMENT REVENUE	DIVISION Enforcement	SECTION Liquor	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Liquor License Files – ACTIVE	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Liquor License Files – INACTIVE	5 Years then archive		
3	Liquor License Files – ARCHIVED	5 Years after archived		
4	Hearing File - Last three years	5 Years + Current		
5	Hearing Files – Archived	5 Years + Current		
6	Liquor Investigative Case Files	5 Years + Current		
7	Employee Time Sheets	5 Years + Current		
8	Performance Reviews & PDQ's	Retain until employee leaves or until superseded		
9	Request For Leave	1 Year + Current		
10	State or Agency Timesheets	1 Year + Current		
11	Compensatory Timesheets	1 Year + Current		
12	Leave Summary Reports	1 Year + Current		
13	Section Policies & Procedures	Retain until obsolete, superseded or administrative value is lost		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

6/14/2005

Records Liaison Officer's Signature

Date

6-13-05

Attorney General's Signature

Date

6/24/05

State Auditor's Signature

Date

6/17/05